

**EAGLE VIEW ADULT CENTER  
1150 Prairie Center Parkway  
Brighton, CO 80601**



# **EAGLE VIEW ADULT CENTER**

## **FACILITY RENTAL INFORMATION**



**1150 Prairie Center Parkway  
Brighton, CO 80601  
(303) 655-2075**

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## MISSION OF THE EAGLE VIEW ADULT CENTER

The Eagle View Adult Center is dedicated to the overall social, educational, outreach and wellness needs of seniors and active adults.

## EAGLE VIEW ADULT CENTER FACILITY USE POLICY

The Eagle View Adult Center is owned by the City of Brighton. City of Brighton sponsored programs and activities have priority use of the Eagle View Adult Center. Therefore consecutive nightly, weekly or monthly usage will not be available.

## HOURS OF OPERATION

Eagle View will be open Monday – Friday from 8 am – 4 pm.

Occasional special events may be scheduled by staff after hours and weekends.

## PRIORITY OF USE

Rentals will be for adult functions only.

**First Priority:** Programs and activities initiated, sponsored or co-sponsored by the Eagle View Adult Center.

**Second Priority:** Programs and activities initiated, sponsored or co-sponsored by the City of Brighton.

**Third Priority:** Community and other non-for-profit groups.

**Fourth Priority:** Commercial for-profit groups or individuals.

**All priorities are based on a first-come, first serve basis.**

## RENTAL OF FACILITY POLICY

The rental of the facility may be used only for the event described in the rental agreement and for no other purposes. The individual whose signature appears at the bottom of the rental form is responsible for monitoring the conduct of all guests and informing them of any breach in the rental rules and regulations. The renter must be present the entire time of the rental or appoint a substitute if needed, to act as the responsible individual. Under no circumstances is the City of Brighton / Eagle View Adult Center to be named as a sponsor of the event on any mailings, handouts or other promotional materials without the written consent of facility manager. The City of Brighton reserves the right to hold other functions in rooms not reserved by the renter.

## CENTER GUIDELINES

1. Guests are to stay in the rented rooms as described by the Facility Rental Agreement except for restroom usage. The City of Brighton reserves the right to hold other functions in rooms not reserved by the renter.
2. The poolroom is off limits for all rental activities.
3. All eating and drinking is restricted to the assigned rooms.
4. No red or pink liquids may be served.
5. Eagle View Adult Center is a non-smoking facility. Smoking and illegal drugs are not allowed anywhere in the facility.
6. Alcohol is not allowed except for rentals with prior approval (see Alcohol Policy.) Alcohol is limited to beer and wine only with no glass containers.
7. Children are not allowed to run or play unattended in the building and must be supervised by adults.
8. Ice is available when kitchen is included in rental.
9. Utensils, plates, cups, serving dishes, table clothes, etc. are not provided. Senior Center equipment will be available only if approved **prior** to rental and noted on rental agreement.
10. No rice, confetti, wheat or birdseed is allowed in or around the Eagle View Adult Center. No lit candles are allowed inside the Center.
11. A facility supervisor must be present during all facility rentals.
12. All rules and regulations will be strictly enforced. The facility supervisor and/or police may immediately terminate a rental with no refunds of rental fees if any of the facility use policies are violated.

## **CENTER GUIDELINES - CONTINUED**

13. During the time the facility is rented the renter shall obey all laws of the State of Colorado and the ordinances of the City of Brighton. The Brighton Police Department will be called when guests become disorderly.
14. Renter agrees to reimburse Eagle View Adult Center for the total cost of damage to and/or replacement of City property and the facilities for which the renter is responsible.
15. All rentals must end by 10:30 pm, with clean-up complete by 11:30 pm.

### **SET-UP**

1. The Eagle View staff will set up all tables and chairs for rentals. Table and chair arrangements must be submitted to rental staff at the time rental fees are paid. Table and chair arrangements may be altered by the staff to comply with safety and fire codes.
2. Preparation / set-up time must be included into the hours of the room rental. The set-up time must be scheduled and paid for at the time all fees are due.
3. All set-up time must happen on the date rented. The facility is not available the day before.

### **DECORATIONS**

1. Only mounting clay may be used to hang decorations on painted walls. Please do not use tape or pins. User must not attach anything to ceilings or block fire exits. Confetti may be used on tables only. Confetti left on chairs or floor may result in a minimal clean-up charge. No lit candles are allowed inside the center.

## **CLEAN-UP**

1. Renter must include clean-up time into the hours of use.
2. Renter must leave the facility in a clean and sanitary condition.
3. All trash must be placed in trash receptacles. Eagle View provides trash containers and liners. Renters are responsible for taking trash outside to the dumpster.
4. Decorations and/or table coverings must be removed and discarded. Spills on tables and chairs must be wiped down.
5. All equipment, catering supplies, etc. must be removed from the premises at the conclusion of the rental.
6. When the kitchen is used, all food and equipment belonging to the renter must be removed; all counters wiped off, spills on the floor mopped; stove and oven need to be wiped clean.
7. A clean-up checklist must be completed, approved and signed by the renter and the facility supervisor before renter leaves the facility.
8. Upon satisfactory completion of the checklist with both the renter and the building supervisor signatures, and the satisfactory completion of the following, the damage deposit will be refunded within ten (10) to fourteen (14) business days after the event.
  - a. Building left in satisfactory repair, that of normal use
  - b. Building left in satisfactory cleanliness
  - c. No disturbances requiring special attention by the Eagle View staff or Brighton Police Department
9. Rooms left in unsatisfactory condition will be charged directly. The damage deposit will be used for damages to the building and for services needed to clean the building to satisfactory condition.
  - a. Cleaning fees will be \$15 per hour.
  - b. Damages will be assessed for the replacement or repair charge
  - c. In the event that the costs are greater than the deposit, the renter will receive an invoice for the additional amount

## ALCOHOL

1. Rentals requesting alcohol must submit request to the rental coordinator no later than fourteen days prior to the scheduled reservation.
2. Alcohol permits will be limited to beer and wine only; no glass containers are allowed.
3. Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol during the rental.
4. Renter is responsible for ensuring that all persons who drink are of legal age, no alcohol is to be served to intoxicated guests and all state alcohol laws must be obeyed.
5. Cash bars are only allowed for groups with non-profit status. Special use permits must be applied for through the City Clerk's Office.
6. Serving and consumption of alcoholic beverages and food is restricted to the community rooms rented.
7. Serving and consumption of alcoholic beverages is restricted to four (4) hours.
8. All events with alcohol present are required to hire one (1) off duty Brighton Police Officer for parties of 60 persons and under and two (2) off duty Brighton Police Officers for parties of 60 persons or more.
9. Arrangements for off duty Brighton Police Officers must be made through the rental coordinator at Eagle View Adult Center no later than fourteen days prior to the scheduled reservation.
10. Alcohol may only be served during the paid rental hours and with the off duty Brighton Police Officers present.

## FEE INFORMATION

### RENTAL FEES

1. Damage deposit is due at the time of reservation.
2. Rental fees are due 30 days prior to event.
3. Damage deposit will be mailed to the renter within ten (10) to fourteen (14) days after rental if the above rules are adhered to.

### CANCELLATION FEES

1. \$30 CANCELLATION FEE ON RENTALS. Damage deposit will be retained by City if cancellation occurs less than 30 days before the scheduled date.

### COMMUNITY ROOM RESERVATIONS

Eagle View has three community rooms available for reservation. Each room may be used separately or as one large room. Depending on the room (all three are different sizes) the maximum seating for varies from room to room but the average is 48 banquet style and 80 theater style. The maximum number for all three rooms is 160 banquet style and 220 theater style. All rentals must end by 10:30 pm with clean-up completed by 11:30 pm

Rooms	Resident/ Non Resident	Profit	Non- Profit**	Damage Deposit No Alcohol /With Alcohol
1	Resident	\$30 /hr	\$15 /hr	\$150/\$250
	Non-Resident	\$50 /hr	\$25 /hr	\$150/\$250
2	Resident	\$60 /hr	\$30 /hr	\$250/\$350
	Non-Resident	\$100 /hr	\$50 /hr	\$250/\$350
3	Resident	\$90 /hr	\$45 /hr	\$350/\$450
	Non-Resident	\$150 /hr	\$75 /hr	\$350/\$450

\*\* Non-profit groups and organizations must provide state of Colorado tax exempt ID number and information to receive the non-profit rate.

## FEE INFORMATION - CONTINUED

### CLASSROOM RESERVATIONS

Eagle View has three small classrooms available for reservation.

Rooms	Resident/Non Resident	
1	Resident	\$15 /hr
	Non-Resident	\$30 /hr
2	Resident	\$30 /hr
	Non-Resident	\$60 /hr
3	Resident	\$45 /hr
	Non-Resident	\$75 /hr

### ADDITIONAL FEES

All rentals occurring after regular business hours will incur an additional \$75 fee.

Kitchen is a flat fee of \$50.

Stage fee \$10-\$25, depending on the set-up.

All rentals that receive a "waiver of fee / donated room" will be subject to a minimum \$25 set-up fee.

## FEE INFORMATION - CONTINUED

### SECURITY

All events requesting alcohol are required to be monitored by one (1) off duty Brighton Police Officer for parties of sixty (60) persons and under and two (2) off duty Brighton Police Officers for parties over sixty (60) persons. The officer(s) must be present one-half hour before alcohol is to be served and must be present through the remainder of the event. The Eagle View staff will make arrangements for all security. Alcohol may be served for a maximum of four hours and must be discontinued by 10:00 pm. Alcohol is limited to beer and wine only, with no glass containers. The fee for security is \$40/hr/officer.

### AUDIO VISUAL AND OTHER EQUIPMENT AVAILABLE FOR RENTAL

Coffee Pots (includes: coffee/cream/sugar/cups/napkins) <b>\$6</b> per pot (6-8 servings)
Punch bowl w/ladle <b>\$5</b> (renter provides punch)
Large Coffee Pot <b>\$5</b> (renter provides coffee/cream/sugar/cups/napkins)
TV or VCR <b>\$10</b>
Projector <b>\$10</b>
Screen <b>\$10</b>
Sound System/Microphone <b>\$10</b>
Assisted Listening Devices available upon request, deposit required
Flip Chart Stand / Dry Erase Markers <b>\$10</b>

**All furniture and equipment must remain at the Eagle View Adult Center**



## Eagle View Adult Center Room Rental Agreement

1150 Prairie Center Parkway Brighton, Colorado 80601 303-655-2075

Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Room (s) Rented \_\_\_\_\_ Kitchen \_\_\_\_\_ Number of Guest \_\_\_\_\_

Type of Event \_\_\_\_\_

Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone (w) \_\_\_\_\_ (h) \_\_\_\_\_

Second Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Set-up Time \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Event Time \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Clean up Time \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Rental Fee \$ \_\_\_\_\_ Make checks payable to Eagle View Adult Center

Damage Deposit (**due at the time of reservation**) \$ \_\_\_\_\_ Date paid \_\_\_\_\_ Check # \_\_\_\_\_ Initial \_\_\_\_\_

Rental Fee (due 30 days prior to event) \$ \_\_\_\_\_ Date paid \_\_\_\_\_ Check # \_\_\_\_\_ Initial \_\_\_\_\_

Damage Deposit Returned \$ \_\_\_\_\_ Date paid \_\_\_\_\_ Check # \_\_\_\_\_ Initial \_\_\_\_\_

### Equipment Needed:

☐ TV / VCR (\$10) ☐ Punch Bowl (\$5) ☐ Coffee Pot/Service (\$6 each)

☐ Projector (\$10) ☐ Microphone ☐ Large Coffee Pot (\$5) ☐ Screen (\$10)

☐ Flip Chart Stand/Dry Erase/Markers (\$10) ☐ Sound System (\$10)

Renter has read and agrees to abide by the rules and regulation of this facility for rentals.

Signature of renter \_\_\_\_\_ Date \_\_\_\_\_